

Laptop Orientation Process

Mid-Year

This process is for students who move into SAS in grades that require the use of a laptop but have enrolled after the laptop distribution has taken place.

Step 1: Admissions

1. As student in grades 7-10 (09-10) or 7-11 (10-11) is admitted to SAS and has agreed to attend our school. The family, upon admissions will be given the “Learning with Laptops Handbook”. The cover letter and contents of the packet outline the specifics of the laptop program at SAS. This cover letter (see below) and a confirmation letter of acceptance are sent to the finance department.
2. The admissions officer will submit the 2nd letter, along with the first two pages of the application form to the Registrars Assistant.

Step 2: Finance

Admissions department will notify the finance department as a matter of course the enrollment of the student into SAS. Students in 7-10 (09-10) or 7-11 (10-11) will be invoiced RMB 11,500.00 for the technology fee in addition to any other fees that may be applicable.

Step 3: Divisional Responsibilities

At the divisional level, the school secretary will be notified of a new enrolling student in 7-10 (09-10) or 7-11 (10-11) and notify the technology integration specialist. The technology integration specialist will sit down with the new student and review the contents of the “Learning with Laptops Handbook” (copies will be stored in MS and HS offices) and the screen-cast that will be available on the school video server. The student will be allowed to use the machine as soon as they receive it. Their next steps will be:

1. Review the screen-cast that will outline the uses of the machine with their parents.
2. Review and sign the Student Acceptable Use Agreement and Equipment Sign Out Form. (Attached)
3. Return the Student Acceptable Use Agreement and Equipment Sign Out Form to your Technology Integration Specialists at their school.
4. 

<Insert Date>

Dear <insert student and parent name here>:

Congratulations on joining the community of laptop learners at SAS!

The computer will be an important part of your learning experiences in the classrooms while you are here at SAS. This handbook is intended to provide you with an overview of the guidelines for the use of the Macbook laptop computer you will be receiving from your technology.

The grade in which you are enrolling has a required technology fee of RMB 11,500.00 which will be payable upon admissions to the school. This fee will only be required again when the machine needs to be replaced.

This fee will provide you with a Macbook computer, 3-year warranty, bag, software, lock, baggage tag and access to a wide variety of content specific software and services. This fee will provide you full access to our technology services and ultimately ownership of the computer. While you are enrolled at SAS, the machine remains under the ownership of the school, but when you withdraw, graduate or when the machine needs to be replaced. At that time your machine ownership transfers to your family.

On your child’s first day of classes a technology facilitator will give your child their laptop and review the guidelines and rules for the use of the machine. They will also show them a very important screen-cast that you should watch together. It should be noted that they are allowed to use the machine as soon as you receive it.

The next steps are:

1. As a family review the screen-cast and documentation given to the student that will outline the rules of use of the machine.
2. Review and sign the Student Acceptable Use Agreement and Equipment Sign Out Form. (Attached)
3. Return the Student Acceptable Use Agreement and Equipment Sign Out Form to your Technology Teacher in your school.

Using a laptop at SAS is a required part of our school programs, but we also consider it to be a privilege. We are here to support you, so please ask for help if you need it.

Sincerely,